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14 February 1979



MEMORANDUM FOR THE RECORD

SUBJECT: CT Program Task Force Meeting - 13 February 1979

1. The third CT task force meeting was chaired by Harry Fitzwater and attended by [redacted]

[redacted] It was decided that future meetings will be held at 0830 every Wednesday. [redacted]

2. Mr. Fitzwater reported that the Deputy Director for Administration (DDA) suggested future CT status reports include goals we have established in order to meet the quota of 60 CTs per class. [redacted] briefed on the format that will be used for tracking our established goals, and he will also brief the DDA at the next CT status report meeting. One figure in question is how many full files are needed to put 180 individuals into process. (A full file consists of the PHS and recruitment interview report.)

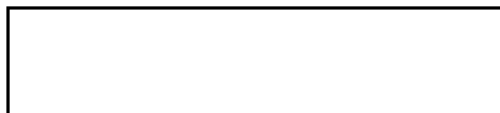
ACTION: The Career Training Staff will meet with [redacted] to resolve this difference. [redacted]

ACTION: Upon receipt of the memorandum, Messrs. Fitzwater, [redacted] will meet to discuss. In the meantime, [redacted] will explore other testing possibilities with the [redacted]. The point in question may not be giving the test in the field, rather the environment in which it is given. [redacted]

4. The revised PHS forms were discussed, including the necessity of having the forms witnessed.

ACTION: [redacted] agreed to provide Mr. Fitzwater with a copy of the draft revised form. [redacted]

WARNING NOTICE--
INTELLIGENCE SOURCES
AND METHODS INVOLVED



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5X1 5. Because wives are one of the determining factors in whether or not NOCs are successful, the [] is administering Part 1 of the PAT B to wives of prospective employees. [] has found this practice very useful. []

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6. Before the polygraph can be administered to an individual, Security should have the PHS, internal name check, and an OMS approval that the individual can withstand the stress of the polygraph. Whether or not the medical approval can be given without the full medical examination was discussed.

ACTION: The Director of Training will discuss with the Directors of Security and Medical Services after the next CT status report meeting. []

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5X1 7. [] reported that there are 374 interviews scheduled or to be scheduled in the field. A determination was made by the Office of Personnel that approximately twenty-five pending interviews is the limit at which point assistance is requested for the recruiters. Recruitment assistance can be most effective if the interviews are concentrated in one area. Assistance has not been requested for [] because his 31 pending interviews are widely scattered throughout the Rocky Mountain area. The Office of Training is assisting in the following areas: Richard

5X1 []

5X1 []

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5X1 8. [] reported there are 367 PHSs outstanding. With an average 60% return, we expect to receive 190 of them. When the PHS is given to the individual, we request the form be returned within 21 days. If it is not returned, the individual is telephoned and advised that unless the form is returned within the next three weeks, his/her name will not be kept on the active list. []

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9. The CT Staff experiences difficulty contacting applicants during regular duty hours as many are working away from their homes during the day. The possibility of using mailgrams was discussed and it was decided that they should be used when necessary. [] is checking whether a Western Union teletype machine can be made available for the CT Staff's use. Additionally, evening and weekend telephoning will be initiated to try to contact those who are unavailable during regular duty hours. If the CT Staff is unable to schedule them from a pre-arranged block of medical and security appointments, they will be requested to return the call during regular duty hours. []

10. [] "blind" advertisement will be running within the next two weeks. They will send CT material to us providing they are interested.

ACTION: [] requirements are included in the recruitment guidelines that are being prepared. []

11. [] reported that at this time the DDO sees no problem with the CT advertisement. [] said [] the advertising agency handling the Agency's account, will soon meet to rank five new advertisements. It was agreed that ads will be coordinated fully with the DDO as they have been in the past. []

12. [] has the action for advising the Office of Training of the DO quota for the January 1980 class, and [] was charged with issuing the call for internal applicants for the July 1979 class. [] will also confirm that internal applicants who are not sponsored by their components will be treated the same as external hires. []

13. The CT Staff has 100 in-depth interviews scheduled or to be scheduled; therefore, [] will be contacting [] for DO assistance in conducting these interviews.

[]
Executive Secretary

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ETB is used in 95 locations

3. Problem:

Psychological Services Staff (PSS) is experiencing delays in receiving and scoring Part 1 of the PAT B tests that are done in the field. These include:

- a. Testing at centers due to ^{NON}availability of testing facilities and testing administrators.

Action:

Office of Medical Services (OMS) will meet with [redacted] to discuss means of improving those areas of concern.

Office of Personnel (OP) will ensure that recruiters report any habitual problems with test administrators.

- b. Delays are being experienced in servicing [redacted]

Action:

✓ Office of Security (OS) will determine if the box can be serviced daily.

Office of Training (OTR) volunteered to service the box if this is permissible.

- ✓ •c. Delays occasionally occur due to secure communications between C of C Building DACS and ODP Computer Center.

Action:

PSS and OTR will discuss possibility of delivering data to Headquarters for batch processing when communications problems occur.

- d. Continuing problems due to processing software.

Action:

Suggest Directors of ODP, OMS, and OTR discuss.

•e. PSS experiencing backlogs due to lack of qualified psychologists to meet assessments and scoring requirements of all Agency recruits.

Action:

D/OMS addressing this problem.

4. Problem:

The Directorate of Operations (DO) expressing concern about testing of potential candidates at testing centers.

Action:

Will continue with this Class, but look at alternatives. Chief, Career Training Staff directed to meet with OP, OMS, and DO to determine necessity for Part 1, PAT B prior to interview.

5. Problem:

Considerable difficulty is being experienced in contacting applicants for scheduling processing.

Action:

OTR has several volunteers who are willing to assist in this effort after normal working hours.

Move files in Feb., March, Apr. 1

Psychological Testing: Scoring